1 Daily Processes (DP)

There are currently two processes that are executed on a daily basis. A brief overview of each daily process is presented below.

Process #	Process Name	Brief Overview
DP 1	MyEureka! Report Server Support	This process provides various activities and steps associated with the ongoing support of the MyEureka! Report Server. Background queries prepared by the MyEureka! end user are managed by an NT Server based application called the MyEureka! Report Server.
DP 2	Backup Strategy (Mainframe and NT)	This process addresses the backup frequency and retention period for each critical data file utilized in the S4 environment as well as those utilized in the NT environments.

Table of Contents

1 MyEureka! Report Server Support

1.1 Overview

MyEureka! supplements DataScan custom report capabilities and provides trained analysts with the capability to design their own queries and reports from the data in the DB2 relational database tables. Batch or scripted queries prepared by the MyEureka! user at the workstation are managed by a server called the MyEureka! Report Server. Interactive queries do not utilize this server but instead, the interaction is between the workstation and the S4-based DB2 database.

1.2 Purpose

This document identifies the various activities and steps associated with the ongoing support of the MyEureka! Report Server.

1.3 Scope

This process provides sufficient detail for an individual to respond to the need to re-set the MyEureka! Report Server, including appropriate contact information in case escalation is required.

1.4 Responsibility and Enforcement

MyEureka! is a production application and therefore the support for this application like the other MIS/DSS production applications is of high importance and priority. The MEDSTAT analytic team is responsible for the ongoing support of the user community and therefore has a primary role to ensure the application is available. The MEDSTAT technical support team is responsible to monitor and maintain server communication connectivity.

1.5 General Considerations

The following background information helps to place into context the process for managing MyEureka! Report Server availability. The root cause of reports not successfully completing can be summarized within the following areas:

- SQL Errors including use of SQL Override
- Requests that generate ‘large size’ reports
- Disruption of connectivity
- Other miscellaneous reasons

1.5.1 SQL Errors

Queries not correctly constructed will not produce successful results. Because of the flexible nature of MyEureka!, SQL errors are more likely with MyEureka! than within DataScan. The four examples of SQL error noted below **do not** impact Report Server availability (i.e., do not crash the server), but will cause individual reports to fail.

1. Reports constructed by dragging fields from multiple tables
2. Reports where a user attempts to sum a character field

3. Reports where a user attempts to sum a record count field that is by definition a field that sums
4. Reports submitted through the server that use SQL override are prone to be easily edited in a manner that creates SQL that can't be executed.

The use of SQL override has rarely been utilized and is not a large concern. Using SQL override is not a topic covered in End User Training. Individuals who are savvy enough to edit SQL have typically preferred the mainframe environment. Users who utilize this feature are more likely to produce erroneous SQL.

1.5.2 Queries Producing Large-Sized Reports

The Report Server is currently configured with over 20 gigabytes of disk space, one 450 Mhz Pentium Pro processor and 500mb memory.

Reports that attempt to unload extremely large amounts of data create a situation that can "crash" the server depending on timing and size of data. These may include queries that are correctly constructed but that produce an extremely large output file that exceeds available space on the server.

To answer the question of "What is the maximum size of the report?", one must consider timing and size of the report. Timing is an issue as the Report Server is "purged" of all uncollected output over 30 days old. The output remains when a user fails to pick up the report, or picks up the report and selects "do not delete upon retrieval". This can create a situation where a large report can "top off" a half-full server, but could have worked if the server was empty. Over the last few months this has occurred twice as users have created reports that have attempted by mistake to unload most or all of a S4 DB2 table.

The physical limitations of the Report Server will rarely constrain a valid, intended request from an end-user. For larger data 'dumps' MEDSTAT staff can use other mainframe utilities to support specific needs. MEDSTAT staff have used the Report Server to run and then retrieve reports with 627,846 and 1,208,391 records. These reports contained 11 (109,058 KB total file size) and 7 fields (102,110 KB total file size) of data respectively.

1.5.3 Disruption of Connectivity

Disruption of connectivity between the Report Server and the mainframe creates a report failure. The bulk of the report failures, not directly attributable to SQL errors, fall into this category. For another example, a report request that processes during a DB2 database outage such as the monthly update outage for claims inserts or history roll-off will fail. Other reasons, which reasons, which occur infrequently, include router outages and other interruptions in the network connections between the Report Server and the S4 mainframe. This disruption of connectivity typically requires a re-set (re-boot) of the Report Server to ensure proper functioning.

1.5.4 Other Miscellaneous Reasons

Infrequently, the Report Server or an individual report may fail for an unknown reason, perhaps linked to the operating system or signaling the need for server maintenance.

1.6 Skill Requirements

All members of the project team can be trained to follow the procedure documented herein. Exception handling may require the individual to obtain assistance from a member of the technical services team where more specific knowledge of an NT server environment and MyEureka! software installation is found.

1.7 Entry Criteria

There are three methods that alert MEDSTAT of possible disruptions of service.

- MyEureka! Report Server notification tool sends a page and email to designated support staff
- Daily dashboard information gathering indicates a failure of some kind
- A user calls the help desk with notification that the Report Server is not responding.

1.8 Procedure Steps

1.8.1 Monitor MyEureka! Report Server Availability

1.8.1.1 Notification that Server Communications are Interrupted--Page out Process

A batch query has been defined to run every 30 minutes between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. An application called 'Time Target', installed on the Report Server, executes the scheduled batch file. This batch file process does the following:

- Executes a simple query on the Report Server to test connection between MyEureka! and the mainframe;
- Creates a log file capturing query results. Either a successful log (All_OK.log) or an unsuccessful log (Send_Bad.log) is created, depending upon the query completion status;
- Places a copy of the log file into the E:\INETPUB\FTPROOT folder on the Report Server.

On the MEDSTAT local message server (any server would work), a second copy of 'Time Target' is installed. An application called 'Blat' is also installed on the MEDSTAT local message server. 'Blat' will generate email and pager notifications upon request.

'Time Target' runs a batch file on the message server that uses FTP protocol to retrieve a copy of the log file from the Report Server. If the retrieved log file is All_OK.log nothing further happens. If the retrieved log file is Send_Bad.log then 'Blat' is launched to generate a SMTP message to a predefined mailbox address(es) and pager(s). Members

of the MEDSTAT Analytic and Technical Support teams are the defined recipients of these notifications.

Once notification is received, MEDSTAT technical support manually submits a MyEureka! interactive query. If the interactive query fails then the Report Server is accessed (remotely or locally) to begin the reboot process to correct connectivity (See Rebooting the MyEureka! Report Server section of this procedure).

1.8.1.2 Daily Preparation of Report Execution Statistics

Completed reports as well as scheduled reports can be viewed at any time using the Report Server Monitoring tool. This allows for a user's report to be assessed by showing elements including the query itself, job status, run time, output and error files. In the case where a user's report fails, MEDSTAT views the error log and determines if this was a user error or a server/connectivity issue. Monitoring in this way gives insight into the type of reports and query access paths that result in Report Server failures and enables the project to identify any patterns that might be evident. This monitoring occurs on a daily basis and is the foundation for reporting the Report Server Dashboard information on a monthly basis.

The process followed each day is as follows:

- Log on to the MyEureka! application;
- List the jobs that have been executed within the past 24 hours;
- Record for each job, the originating user, the start/end time and any error code;
- For each job, verify that an output report is present and record the report's row count;
- Summarize the daily findings within the Report Server tracking spreadsheet, recording number of reports requested, the number that executed successfully and the number that executed unsuccessfully along with the failure reason.

1.8.1.3 Notification from MyEureka! User that Server Communications are Interrupted

A MyEureka! user notifies the MEDSTAT Analytic Support Help Desk that their report(s) is failing. The MEDSTAT Analytic Support Help Desk staff person validates that communications are interrupted and then executes the server reboot process as defined below in the section named Rebooting the MyEureka! Report Server.

1.8.2 Rebooting the MyEureka! Report Server

When MyEureka! Report Server communication is interrupted, rebooting this server will generally re-establish connectivity. Initially, a member of the MEDSTAT Technical Support team will verify connectivity status (if not already done) by submitting a simple MyEureka! query. If the query succeeds nothing further is needed. If the query fails, the MyEureka! Report Server is rebooted. The following steps are taken to reboot the server.

- Obtain access to the MyEureka! Report Server;
- Click on Start, then Shut Down, Then Restart;
- After the server has restarted, log on to the Report Server;
- Verify that all connectivity applications are established (this is automated at startup).

1.8.3 Setting the Execution Time Parameter

When the MyEureka! software application is installed, a parameter that governs the maximum query execution time defaults to 120 minutes (two hours). Many queries executed against the DSS database require execution time beyond the default. This default setting is changed using the NT Registry Editor. It is currently set to 5,760 minutes or four days. Rebooting the MyEureka! Report Server does not reset this parameter to the default. Only a reinstallation of the MyEureka! software application resets the parameter to the default.

1.9 Exit Criteria

The MyEureka! Report Server is available and impacted user(s) are notified.

1.10 Forms and Instructions

NA

1.11 Subject Examples

NA

1.12 Reference Material

NA

1.13 Policy History

Established/Revision Date	Established/Revised By	Change Description
12/22/00	Keith Gall/Todd Jackman	Process Established

1.14 Appendix

NA

Table of Contents

1. Backup Strategy (Mainframe and NT Server)

1.1 Overview

This document describes the strategy employed by MEDSTAT to perform backups of the Mainframe and NT Server based databases to ensure ongoing access to data and effective recovery in the event of an unforeseen failure.

1.2 Purpose

The purpose of this document is to describe the set of assumptions considered and the steps used to implement the backup strategy on both platforms.

1.3 Scope

This document will be used by any project team member responsible for or involved in the backup of production Mainframe or NT Server databases used by any of the Medi-Cal MIS/DSS application suite packages.

1.4 Responsibility and Enforcement

The Operations and Technical support management is responsible for the initial creation and updating of this document. They will also be responsible to ensure that backups occur as described in this document.

1.5 General Considerations

There are a number of general considerstions listed below related to each of the hardware platforms.

1.5.1 Mainframe (S4) Related Considerations

1. Full Volume Backups will be taken on a monthly basis (occurring on the last weekend of each calendar month) for all DASD, using the Fast Dump Restore (FDR) utility. Included in these backups will be all Partitioned Data Set Libraries; all system packs; all application software; and the user profile, scripts, subsets and custom reports that have been produced.

2. Incremental backups will be taken daily, for all DASD, utilizing FDR. An incremental backup will include data that has changed since the previous backup generation. Included in these backups will be all Partitioned Data Set Libraries; all system packs; all application software; and the user profile, scripts, subsets and custom reports.

3. Full volume backups and incremental backups will be maintained for three months. This strategy allows recovery to any day in the past three months.

4. Each incremental backup is considered a generation. Each full volume backup is also considered a generation. The two most current generations will be kept onsite and the others moved to offsite storage.

5. Currently, MEDSTAT keeps a permanent copy of all source data received from ITSD. It is proposed that all source data be kept for 30 months from the date it is copied during the data receipt process. Source data would not be needed after 30 months, given that the production database houses only 30 months of data.

6. Source data from the beginning of the project through to the data used for the 4.3 build will be given a retention of 30 months from the date of receipt and sent offsite immediately. Data to be used for Phase 5 test bases (5.1, 5.2, and 5.3) will stay onsite until the completion of the 5.3 build and then roll offsite. Source data used for monthly updates in Phases 4, 5 and 6 will remain onsite for 3 months from date of receipt and then roll to offsite for the remainder of their 30-month retention. It is not proposed that a second copy of source data be taken, one for onsite and a second for offsite storage. It should be noted that ITSD retains a copy of all source data submitted to MEDSTAT for a period of 12 months, except for eligibility data, which is retained for 30 days. These ITSD source data files may be considered as secondary backups to the MEDSTAT copies of the source data.

7. Image Copies of DB2 load files generated during each build and update will be backed up at the completion of the build/update and will be maintained offsite for a period of six months. A list of the dataset names for these load files is included within this document (See section 4. Image Copy Tape Files to be Sent Offsite).

8. DB2 Static Tables will be backed up and maintained offsite for a period of six months. In addition, a copy of these static tables is kept in Ann Arbor as part of the DataScan product configuration management.

9. With each build and update, a number of reports are generated (i.e. FOLOGs). These reports will remain on DASD for three months. In addition, as part of the build or update process, each of these report datasets produced by a build or update will be copied to a single tape and sent offsite for permanent retention. A list of these reports is included in this document. See section 5. DataScan Output Reports.

10. DataScan Table extract datasets that feed the Performance Monitor Workstation (PMW), Panorama View (PV), and Briefing Book (BB) database builds/updates will be maintained onsite (HHSDC) for six months. These backed up extracts serve as backups for the databases built on the NT servers.

11. The HHSDC Tape Management staff will perform mainframe offsite storage processes. This will be tracked by a monitoring report that inventories all tapes offsite. They are identified in the Tape Management Catalog by a value in the SLOT field of the record for the tape.

1.5.2 NT Server Related Considerations

The servers applicable to this portion of the strategy are:

- PAN1 Production Panorama View Build Server
- PMW1 Production PMW Build Server
- PAN2 Production Panorama View Interactive Server
- PMW2 Production PMW Interactive Server
- IQSS-01 Production Server in Support of My Eureka!
- ASRV1 Production Server in Support of Arc Server

1. Full Volume backups will be taken for PAN1 upon completion of each build/update. Three backup generations will be maintained.

2. Full Volume backups are taken for PMW1 upon completion of each build. Beyond Phase 5, the PMW build will occur annually. Two backup generations will be maintained.

3. Full Volume backups are taken for the IQSS server on a weekly basis, with daily incrementals on the file directory that contains user report output.

4. File directory level backups will be taken on the PAN2 server upon completion of each MDDB move from the PAN1 server after a build/update. File directories, MDDB, Catalogs and Snapshots will be backed up and sent offsite in the containers used for the mainframe environment.

5. File directory level backups will be taken on the PMW2 server upon completion of each SQL-DB move from the PMW1 server after a build. File directory MSSQL resides on three drives D, E, and F which will be backed up and sent offsite in the containers used for the mainframe environment.

6. Manually initiated backups will be taken of data on PAN1 and PAN2 servers if the static environment of these servers change (the directories included are those that house the snapshots, catalogs, or user access information.)

7. Manually initiated backups will be taken of data on PMW1 and PMW2 servers if the static environment of these servers change (the directories included are those that house the database data, logs and temp area, or user access information.)

8. All production NT server backups will be sent offsite upon completion of the backup. These backups are defined in section 1.2 NT Server Related Assumption.

9. Offsite storage for backups drawn from the Production NTs located at HHSDC will be included in the offsite containers being used for mainframe backups. This will apply to all production server backups.

10. All Production NT servers will utilize the ArcServ product for performing the necessary backups.

11. Applicable

13 Full Volume backups are taken for IQSS server on a monthly basis.

14 Full Volume backups will be taken for the Panorama server upon completion of each build/update (4 monthly backups will be maintained).

15 Daily incremental backups are taken of data on Panorama servers volatile file directories (e.g., PV Snapshots (SAC_DS_01)) once the project goes into maintenance mode for Phase 6 (4 each week—keep 2 series of 4 dailies).

16 Full Volume backups are taken for the PMW servers upon completion of each build (2 annual backups will be maintained).

17 Full Volume backups are stored off site.

18 Offsite storage for the Production NTs located at HHSDC will be included in the containers being used for the mainframe.

1.5.3 NT Test/Development Environment Considerations

Backups on these machines will be performed upon request (usually upon the completion of either a Panorama View or Performance Measurement Workstation build/update or the completion of a new Briefing Book.) These backups will remain at the MEDSTAT project office, as they will likely be required for loading to another server for additional testing. All Test Development NT servers will utilize the ArcServ product for performing the necessary backups.

The servers applicable to this portion of the strategy are those used for Panorama View (PV), Performance Measurement Workstation (PMW), and Briefing Books. They are:

- SAC-DS-01
- SAC-DS-02

1.5.4 MEDSTAT Group's Sacramento Office File Server Considerations

The server applicable to this strategy is SAC-FS1. It houses the production documentation in support of the MIS/DSS project that has been prepared by MEDSTAT.

1. Full Volume backups are taken on a weekly basis. This weekly backup will be performed every Friday. Weeklies are maintained until the monthly is created. The last weekly backup of a calendar month will be considered a monthly backup (4 monthly backups will be maintained). These backups will be stored offsite at the Iron Mountain secured storage site.

2. Daily incremental backups are produced Monday through Thursday. These backups will also be maintained offsite at the Iron Mountain secured storage site. They will remain offsite along with the weekly backups for a period of four months.

3. Monthly backups will be kept offsite (4 are kept offsite.)

4. Daily incremental backups are taken of the Project Office File Server. This server houses the production documentation (4 each week—keep 4 series of 4 dailies.)

1.6 Skill Requirements

NT server backup requires knowledge of tape processing software for the device on the affected machine as well as knowledge of the third party vendor providing the backup strategy. MEDSTAT staff work with HHSDC to set up a schedule to execute backups on the Mainframe environment; however, the state actually executes the backups.

1.7 Entry Criteria

This process is entered each time the project has a need to maintain and recover data for future usage.

1.8 Procedure Steps

Included in the Appendix is a series of tables that provide a detailed definition of what is to be included in the backup strategy, backup frequencies, retention periods and off-site storage requirements. For the mainframe related datasets, JCL (which is currently prepared and maintained by MEDSTAT) is updated to implement the retention strategy documented within the Appendix for each dataset created through MEDSTAT batch jobs. Tape Cartridges containing datasets defined for off-site storage, are packaged into containers at HHSDC and delivered off-site. Incremental and Full Volume Backups are defined within the Appendix as well. HHSDC has configured the incremental and full volume backup process and executes these backups as defined within the Appendix.

MEDSTAT has implemented the incremental and full volume backup strategy for all NT servers, as defined within the Appendix. The schedule parameters as well as the backup type (whether full volume or incremental) and retention definitions are configured within the backup software named Arc Serve. Arc Serve executes the backups according to the configured schedule (MEDSTAT manually initiates the backups through Arc Serve for the PAN1 and PMW1 servers in order to ensure there is no conflict with active database builds/updates on those machines).

Included in the Appendix is a list of dataset/file categories that are included within this backup strategy.

1.9 Exit Criteria

This process is exited after the listed jobs have all successfully executed and datasets are stored offsite.

1.10 Forms and Subject Examples

Report Distribution Report Listing

Jobname	Report Name	Data Set Name	LAN Report Name	Recipient
HMDV1700 (CNVPRVI)	AGGREGATE STATISTICS FOR PROVIDER FAILED OPERATIONS LOGGED REPORT	.PROV2A.CSBSTATV .PROV2B.CSBSTATV .PROV2C.CSBSTATV .PROV2D.CSBSTATV .PROV2E.CSBSTATV .PROV2F.CSBSTATV .PROV1.CSBSTATV .PROV3.CSBSTATV .PROV4.CSBSTATV .PROV5.CSBSTATV .PROV5.CSBFOLOV	PROV_STAT_2A PROV_STAT_2B PROV_STAT_2C PROV_STAT_2D PROV_STAT_2E PROV_STAT_2F PROV_STAT_1 PROV_STAT_3 PROV_STAT_4 PROV_STAT_5 PROV_FOLOG_1	Data Management Dept
HMDC1710 (JRPVFOLO)	EXTERNAL FOLOG REPORT – PROVIDER CONVERT	.PRVFOLOG.RPT	PROV_FOLOG_2	Data Management Dept
HMDE1701 HMDE1702 HMDE1703 HMDE1704 HMDE1705 (CNVPOP1)	AGGREGATE STATISTICS FOR ELIGIBILITY	.CSBSTAT1 .CSBSTAT2 .CSBSTAT3 .CSBSTAT4 .CSBSTAT5	ELIG_STAT_1 ELIG_STAT_2 ELIG_STAT_3 ELIG_STAT_4 ELIG_STAT_5	Data Management Dept
HMDE1720 (CNVPOP1F)	EXTERNAL FOLOG REPORT – ELIGIBILITY CONVERT UNEXPECTED VALUES REPORT – ELIGIBILITY CONVERT	.CNVPOP1F.FOLO.RPT .CNVPOP1F.FOLOU.RPT for Phase 4 the DSN is: .HMDE1720.FOLOU.RPT	ELIG_FOLOG ELIG_UNEXPECTED_FOLOG	Data Management Dept
HMDM1700 (CNVCAPP)	AGGREGATE STATISTICS FOR CAPITATION PAYMENTS	.CSBSTATE	CAPITATION_STATS	Data Management Dept
HMDM1710 (CNVCAPPF)	EXTERNAL FOLOG REPORT – CAPITATION CONVERT	.CNVCAPPF.FOLO.RPT	CAPITATION_FOLOG	Data Management Dept
HMDA1700 (SPLITTER)	AGGREGATE STATISTICS FOR CLAIMS PAID	ENC1.CSBSTATS ENC2.CSBSTATS ENC3.CSBSTATS	SPLITTER_STAT_1 SPLITTER_STAT_2 SPLITTER_STAT_3	Data Management Dept
HMDC1700	AGGREGATE STATISTICS FOR CLAIMS	.STATC01.RPT	CLAIM_STAT_1	Data Management Dept

Jobname	Report Name	Data Set Name	LAN Report Name	Recipient
(CNVCLMS1)		.STATC02.RPT .STATC03.RPT .STATC04.RPT .STATC05.RPT	CLAIM_STAT_2 CLAIM_STAT_3 CLAIM_STAT_4 CLAIM_STAT_5	
HMDC1710 (CNVCLMS2)	AGGREGATE STATISTICS FOR CLAIMS	.STATC06.RPT .STATC07.RPT .STATC08.RPT .STATC09.RPT .STATC10.RPT	CLAIM_STAT_6 CLAIM_STAT_7 CLAIM_STAT_8 CLAIM_STAT_9 CLAIM_STAT_10	Data Management Dept
HMDC1720 (CNVCLMS3)	AGGREGATE STATISTICS FOR CLAIMS	.STATC11.RPT .STATC12.RPT .STATC13.RPT .STATC14.RPT .STATC15.RPT	CLAIM_STAT_11 CLAIM_STAT_12 CLAIM_STAT_13 CLAIM_STAT_14 CLAIM_STAT_15	Data Management Dept
HMDC1730 (CNCLMS4)	AGGREGATE STATISTICS FOR CLAIMS	.STATC16.RPT .STATC17.RPT .STATC18.RPT .STATC19.RPT .STATC20.RPT	CLAIM_STAT_16 CLAIM_STAT_17 CLAIM_STAT_18 CLAIM_STAT_19 CLAIM_STAT_20	Data Management Dept
HMDC1760 (JCLMFOLO)	EXTERNAL FOLOG REPORT - CLAIM CONVERT	.CLMFOLOG.RPT	CLAIM_FOLOG	Data Management Dept
HMDC1770 (JCLMFOLU)	UNEXPECTED VALUES REPORT - CLAIM CONVERT	.CLMFOLOU.RPT	CLAIM_UNEXPECTED_FOLOG	Data Management Dept
JEDIT	STANDARD CLAIMS DATA EDIT REPORT	.EDIT.RPT	CLAIM_EDIT	Data Management Dept
JDQIREP	DATA QUALITY INDICATORS REPORT DATA QUALITY INDICATORS REPORT	.DQIREPO.RPT	CLAIM_DQI_&_STATS	Data Management Dept
JHSTREP	HRO INCURRED ROLLED-OFF AMOUNTS HRO INCURRED AMOUNTS MOVED INTO PAID TABLES HRO PAID ROLLED-OFF AMOUNTS HRO ARCHIVED CASE AMOUNTS HRO ARCHIVED CLAIM AMOUNTS	.HSTRPT1.RPT .HSTRPT2.RPT .HSTRPT3.RPT .HSTRPT4.RPT .HSTRPT5.RPT	HISTORY_ROLLOFF_RPT_1 HISTORY_ROLLOFF_RPT_2 HISTORY_ROLLOFF_RPT_3 HISTORY_ROLLOFF_RPT_4 HISTORY_ROLLOFF_RPT_5	Data Management Dept
JSOPREP	SOURCE OF PAYMENTS ON PAID DATE	.SOP.RPT	SOURCE_OF_PAYMENT	Data Management Dept
HMDC1740 (CNVDRUG1)	AGGREGATE STATISTICS FOR DRUG CONVERT	.STATD01.RPT .STATD02.RPT .STATD03.RPT	DRUG STAT_1 DRUG STAT_2 DRUG STAT_3	Data Management Dept

Jobname	Report Name	Data Set Name	LAN Report Name	Recipient
		.STATD04.RPT .STATD05.RPT	DRUG STAT_4 DRUG STAT_5	
HMDC1750 (CNVDRUG2)	AGGREGATE STATISTICS FOR DRUG CONVERT	.STATD06.RPT .STATD07.RPT .STATD08.RPT .STATD09.RPT .STATD10.RPT	DRUG STAT_6 DRUG STAT_7 DRUG STAT_8 DRUG STAT_9 DRUG STAT_10	Data Management Dept
HMDC1790 (JDRGFOLO)	EXTERNAL FOLOG REPORT - DRUG CONVERT	.DRGFOLOG.RPT	DRUG_FOLOG	Data Management Dept
HMDC1800 (JDRGFOLO)	UNEXPECTED VALUES REPORT - DRUG CONVERT	.DRGFOLOU.RPT	DRUG_FOLOG	Data Management Dept
JBLDREP7	INPATIENT CASE DATA QUALITY INDICATORS REPORT	.JBLDREP7.RPT	IPCASE_DQI_&_STATS	Data Management Dept
JEPSRPTR	DATA QUALITY INDICATORS REPORT - EPISODES OF CARE HRO EPISODES OF CARE	.EPSDQ.RPT .EPSHSTRL.RPT	EPISODE_DQI_&_STATS EPISODE_ROLLOFF	Data Management Dept
JEPSARC		.EPSARC.RPT		Data Management Dept
HMDF1720 (CNVMFIN)	AGGREGATE STATISTICS FOR MANAGED CARE PLANS	.CSBSTATN	MC_FINANCIALS_STATS	Data Management Dept
HMDF1730 (CNVFMFINF)	EXTERNAL FOLOG REPORT - MGDC FINAN. CONVERT	.CNVMFINF.FOLO.RPT	MC_FINANCIALS_FOLOG	Data Management Dept
HMDF1700 CNVMENR)	AGGREGATE STATISTICS FOR MANAGED CARE PLANS	.CSBSTATO	MC_ENROLLMENT_STATS	Data Management Dept
HMDF1710 (CNVMENRF)	EXTERNAL FOLOG REPORT - MGDC ENROL. CONVERT	.CNVMENRF.FOLO.RPT	MC_ENROLLMENT_FOLOG	Data Management Dept
HMDF1740 (CNVMMEM)	AGGREGATE STATISTICS FOR MANAGED CARE PLANS	.CSBSTATM	MC_MEMBERMONTHS_STATS	Data Management Dept
HMDF1750 (CNVMMEMF)	EXTERNAL FOLOG REPORT - MGDC MEM.M. CONVERT	.CNVMMEMF.FOLO.RPT	MC_MEMBERMONTHS_FOLOG	Data Management Dept
HMPB4710	AGGREGATE STATISTICS FOR CLAIMS PAID	.MPB100.CSBSTAPB.RPT		Data Management Dept
HMPM4710	AGGREGATE STATISTICS FOR PANORAMA	.CSBSTAPM.RPT		Data Management Dept

Jobname	Report Name	Data Set Name	LAN Report Name	Recipient
(JPANCAP)	CAPITATION EXTRACT			
HMPE4700 (JPANELIG)	AGGREGATE STATISTICS FOR PANORAMA ELIGIBILITY EXTRACT	.CSBSTAPY.RPT		Data Management Dept
HMPC4720 (JPANCLM)	AGGREGATE STATISTICS FOR PANORAMA CLAIM EXTRACT	.CSBSTAPC.RPT		Data Management Dept
HMPC4730 (JPANCLM1)	AGGREGATE STATISTICS FOR PANORAMA CLAIM EXTRACT	.CSBSTAPC.RPT1		Data Management Dept
HMPD4720 (JPANDRG)	AGGREGATE STATISTICS FOR PANORAMA DRUG EXTRACT	.CSBSTAPD.RPT		Data Management Dept
JHCLMEXT	AUDIT FILE FOR PMW CLAIM EXTRACT	.SHXCLAIM.AUDIT		Data Management Dept
JHDRUGEX	AUDIT FILE FOR PMW DRUG EXTRACT	.SHXDRUG.AUDIT		Data Management Dept
JHELIGEX	AUDIT FIEL FOR PMW ELIGIBILITY EXTRACT	.SHXELIG.AUDIT		Data Management Dept

Note: Prefix the Data Set Name with HM.PMED.V4R01.PXX or HM.PMED.V4R01.mmmyyPn
(JOBNAME) are Phase 3 jobnames

1.11 Reference Material

N/A

1.12 History

Established/Revision Date	Established/Revised By	Change Description
3/27/00	John Mulcahy	Policy/Process Established

1.13 Appendix MAINFRAME

Data Category	Original Media	Retention Set at Creation	Backup Media	Backup Method	Incremental	FV B	Off-site	Comments/Instructions
Source Data Received from ITSD	3490E Tape	Perm	3490E Tape (Copy ITSD)	ITSD copy is kept 1 yr. MDST copy kept 30 mo.	NA	NA	Yes	All data used in 5.3 or earlier sent offsite. Monthly update data for Phases 4-6 will remain onsite for 3 months following update.
Build/Updates								
• Production Bases (.3, .3.x)								
• Interim Files	3490E Tape/ DASD	3 mo/ Perm	NA/ 3490E Tape	Batch JCL/Batch JCL	NA	NA	No	List of files provided in section 1.10. Rpt Distribution listing. Retained for 3 months on DASD perm offsite on tape.
• Database Image Copies	3490E Tape	6 mo.	NA	Batch JCL	NA	NA	Yes	To be sent offsite. See Image Copy Listing section 1.8.3.
• Data Extracts for PV, PMW, BB	3490E Tape	6 mo.	NA	Extract JCL	NA	NA	No	Secondary backup for NT Server Databases
• Static DB2 Tables	DASD	6 mo.	3490E Tape	FDR	Yes	Yes	Yes	Secondary backup in Ann Arbor
• User Profile, Scripts, Subsets, and Custom Rpts	DASD	Removed after Core/CC approval	3490E Tape	FDR	Yes	Yes	Yes	

Data Category	Original Media	Retention Set at Creation	Backup Media	Backup Method	Incremental	FV B	Off-site	Comments/Instructions
Test Bases (.1, .2. other)								
• Report Files generated by build/update	3490E Tape/ DASD	3 mo. /Perm	NA/ 3490E Tape	Batch JCL/Batch JCL	NA	NA	No	List of files provided in section 1.10. Retained 3 mos. On DASD. Perm offsite on tape.
• Database Image Copies)	3490E Tape	6 mo	NA	Build JCL	NA	NA	Yes	To be sent offsite after creation.
• Data Extracts for PV, PMW, BB	3490E Tape	6 mo	NA	Extract JCL	NA	NA	No	Secondary backup for NT Servers
• Static DB2 Tables	DASD	6 mo.	3490E Tape	FDR	Yes	Yes	Yes	Secondary backup in Ann Arbor.
• User Profile, Scripts, Subsets and Custom Rpts.	DASD	Removed after Core/CC approval	3490E Tape	FDR	Yes	Yes	Yes	
Libraries (Core and Custom)								
• Development	DASD	2mo	3490E Tape	FDR	Yes	Yes	Yes	
• Test Bases (Phase.1,Phase .2)	DASD	4 mo	3490E Tape	FDR	Yes	Yes	Yes	
• Production Bases (Phase.3,Phase.3.upd)	DASD	12 mo	3490E Tape	FDR	Yes	Yes	Yes	Production Libraries are Frozen after completion of each base build/update – Use current backup
System Software Applications	DASD	2 mo	3490E Tape	FDR	Yes	Yes	Yes	
Application System Tables	DASD	2 mo	3490E Tape	FDR	Yes	Yes	Yes	
System Data								

Data Category	Original Media	Retention Set at Creation	Backup Media	Backup Method	Incremental	FV B	Off-site	Comments/Instructions
• SMF Type 30 and 72	3490E Tape	2 mo	3490E Tape					Controlled by HHSDC
• DB2 Type 101	3490E Tape	2 mo	3490E Tape					Controlled by HHSDC
• CICS Type 110	3490E Tape	2 mo	3490E Tape					Controlled by HHSDC

NT SERVERS

Data Category	Backed Up	Incremental	Media	Comments
Production Databases				
• Extract Data	Mainframe	No	3490E	Backup is the mainframe copy. Primary copy is on NT server.
• PV-UDB (PAN1/PAN2)	After Build/Update and Backup to disk. ArcServe Utility	Upon Request	DLT	Universal Database Tables are dumped to disk as part of build process. This disk copy is used by ArcServe in backup ofserver.
• PV-MDDB (PAN1/PAN2)	After Build/Update ArcServe Utility	Upon Request	DLT	
• PV Snapshots (PAN2)	After Build/Update ArcServe Utility	Upon Request	DLT	Part of Dynamic Files for incremental
• Briefing Book (PAN2)	After move to production ArcServe Utility	Upon Request	DLT	Backed up by the SAC-FS1 server, holds original
• PMW (PMW2)	After Build (Annually) ArcServe Utility	Upon Request	DLT	PMW databases are static and built annually
• Smart Server (IQSS)	Weekly ArcServe Utility	Work week daily	DLT	
• ArcServe Server(ASRV1)	Weekly ArcServe Utility	No	DLT	Backs up it's own critical Database
Test Databases				
• Extract Data	Mainframe	No		Secondary backup is MF copy. Primary copy is on NT server.
• PV-UDB (SAC_DS_01)	After Build/Update and Backup to disk ArcServe Utility	Upon Request	DLT	Universal Database Tables are dumped to disk as part of build process. This disk copy is used by ArcServe in backup ofserver.
• PV-MDDB (SAC_DS_011)	After Build/Update ArcServe Utility	Upon Request	DLT	
• PV Snapshots (SAC_DS_01)	After Build/Update ArcServe Utility	Upon Request	DLT	
• Briefing Book (SAC_DS_01)	After move to production ArcServe Utility	Upon Request	DLT	Backed up by the SAC-FS1 server, holds original

• PMW (SAC_DS_01)	After Build ArcServe Utility	No	DLT	PMW databases are static
• Interactive PMW,PV (SAC_DS_02)	After Move ArcServe Utility	No		Interactive bases are static after move

Data Category (Project Office LAN)	Backed Up	Incremental	Comments
Production Material			
• Full backup of SAC-FS1 (except Workstation images)	Weekly ArcServe Utility	4 (work days, M-Th)	The last weekly full system backup is considered the monthly and four generations of the monthly are kept offsite.
• Except Workstation Image & Applications Directory	Upon Request ArcServe Utility	NA	These backups are executed manually when the environment has been changed. These are images and applications used by the project office staff. These are backed up on ly when a workstation image or in-house application changes.

IMAGE COPY Tape Files

The following datasets are generated image copies of each DSS table created with the DB2 Platinum utility and are sent offsite for storage:

```
//SYSCOPYG DD  DSN=HM.PMED.V4R01.P**.IC.MGDCARE&GEN
//SYSCOPYG DD DSN=HM.PMED.V4R01.P**.IC.VITAL&GEN
//SYSCOPYG DD DSN=HM.PMED.V4R01.P**.IC.ELIG(+1)
//SYSCOPY1 DD  DSN=HM.PMED.V4R01.P**.IC.EPIS&GEN
//SYSCOPYB DD  DSN=HM.PMED.V4R01.P**.IC.IPPD&GEN
//SYSCOPY2 DD  DSN=HM.PMED.V4R01.P**.IC.IPCLM&GEN
//SYSCOPY  DD  DSN=HM.PMED.V4R01.P**.IC.POP&GEN
//SYSCOPY1 DD  DSN=HM.PMED.V4R01.P**.IC.CASE&GEN
//*YSCOPY3 DD  DSN=HM.PMED.V4R01.P**.IC.POP&GEN
//SYSCOPY6 DD  DSN=HM.PMED.V4R01.P**.IC.SOPREP&GEN
//SYSCOPYG DD  DSN=HM.PMED.V4R01.P**.IC.DBDEF&GEN
//SYSCOPYH DD  DSN=HM.PMED.V4R01.P**.IC.CMPLFCTR&GEN
//SYSCOPYI DD  DSN=HM.PMED.V4R01.P**.IC.DWNLD&GEN
//*SYSCOPY7 DD DSN=HM.PMED.V4R01.P**.IC.OPCLM&OPNO&GEN
//SYSCOPYM DD DSN=HM.PMED.V4R01.P**.IC.DRUG&GEN
//SYSCOPY  DD  DSN=HM.PMED.V4R01.P**.IC.CASE2&GEN
```

```
//*YSCOPY  DD  DSN=HM.PMED.V4R01.P**.IC.DRUG&GEN
//SYSCOPY  DD  DSN=HM.PMED.V4R01.P**.IC.OPPD&GEN
//SYSCOPY  DD  DSN=HM.PMED.V4R01.P**.IC.OPCLM1&GEN
//SYSCOPY  DD  DSN=HM.PMED.V4R01.P**.IC.CASE&GEN
//SYSCOPY  DD  DSN=HM.PMED.V4R01.P**.IC.IPCLM&GEN
//SYSCOPYJ DD  DSN=HM.PMED.V4R01.P**.IC.SECVW&GEN
//SYSCOPYK DD  DSN=HM.PMED.V4R01.P**.IC.SECVWDTL&GEN
//SYSCOPY7 DD  DSN=HM.PMED.V4R01.P**.IC.OPCLM1&GEN
//SYSCOPY8 DD  DSN=HM.PMED.V4R01.P**.IC.OPCLM2&GEN
//SYSCOPY9 DD  DSN=HM.PMED.V4R01.P**.IC.OPCLM3&GEN
//SYSCOPYA DD  DSN=HM.PMED.V4R01.P**.IC.OPCLM4&GEN
//SYSCOPYG DD  DSN=HM.PMED.V4R01.P**.IC.CAP&GEN
//SYSCOPYG DD DSN=HM.PMED.V4R01.P**.IC.CAP&GEN
//*YSCOPY  DD  DSN=HM.PMED.V4R01.P**.IC.ELIG&GEN
//SYSCOPY  DD  DSN=HM.PMED.V4R01.P**.IC.ELIGPART&GEN
//SYSCOPY  DD  DSN=HM.PMED.V4R01.P**.IC.BACKPROV&GEN
//SYSCOPYG DD DSN=HM.PMED.V4R01.P**.IC.ELIG&GEN
//SYSCOPYG  DD DSN=HM.PMED.V4R01.P**.IC.ELIGCOLA&GEN
//SYSCOPYG DD  DSN=HM.PMED.V4R01.P**.IC.MGDCARE&GEN
//SYSCOPY  DD  DSN=HM.PMED.V4R01.P**.IC.PROV&GEN
//SYSCOPY  DD DSN=HM.PMED.V4R01.P**.IC.PROV&GEN
//*SYSCOPY DD  DSN=HM.PMED.V4R01.P**.IC.VITAL&GEN
//*YSCOPYG DD  DSN=HM.PMED.V4R01.P**.IC.VITAL&GEN
```